Hi (Recipient's name),  
  
My name is (name), and I recently applied for the post of (job) on (insert date).   
  
I am writing to ask about the status of my application and the next steps in the process. I’m hugely excited about the role and would like to know whether I will be considered for the next stage.   
  
If you have any questions, please don’t hesitate to contact me.   
  
Kind regards,  
(Your name)